

85-1530

ROUTING AND TRANSMITTAL SLIP

Date 4/30/85

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	D/LOGISTICS		
2.	C/SUPPLY DIVISION/OL		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	XX For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DD/A MINISTRY
FILE: 45-1

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

	/Post)	Room No.—Bldg.
	201	Phone No.

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO: 1983 O - 381-529 (232)

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DD/A Registry
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Mr. Harry E. Fitzwater
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

As you are aware, we recently realigned our retail supply system in the National Capital Region. We are now supporting the local supply requirements of agency components through our Customer Supply Center (CSC) in Franconia, VA.


To further improve our responsiveness to your needs, we have doubled the number of telephone lines and installed the most modern material handling equipment at the Center. To ensure next business-day shipment of your order we've extended our operations workday.

It is important that your administrative officials and ordering offices know that the hours during which we will accept customer orders have been extended. Orders may be placed between 8:00 a.m. to 4:30 p.m. Monday through Friday. The CSC phone number is 557-1888 for order placement. We also have a special CSC problem resolution number which allows prompt and personal attention to any problems concerning orders. It is 557-1186.

We will be placing the enclosed leaflet in orders shipped from the CSC over the next few days to call attention to our new ordering hours. We ask that this information be widely disseminated to all personnel authorized to place orders within the National Capital Region.

In the spirit of the Leesburg Conference where we pledged to be your partners in administration, we invite any suggestions on how we may improve service to you. These comments can be communicated to Mr. Michael J. Dalich, Director of our Liaison and Assistance Division. His phone number is 557-8600.

Sincerely,


JAMES J. GRADY, JR.
Director of Policy
and Agency Assistance

Enclosure

GSA announces. . .

**Extended Hours of Operation
for its
Customer Supply Center in
Franconia, VA**

To better service the retail supply needs of its customers in the National Capitol Region, the General Services Administration Customer Supply Center is now accepting orders daily from 8 a.m. to 4:30 p.m.

For the best response, please phone your order to us between 8 and 10 a.m. or from 2 to 4:30 p.m.

Thanks